

\***USAF Declass/Release Instructions OPR**

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DEPARTMENT OF THE AIR FORCE  
1130TH AEROSPACE TECHNICAL DEVELOPMENT  
AND TRAINING GROUP  
Edwards Air Force Base, California 93523

ATTG Reg 67-12

7 October 1969

Supply

**RECEIVING AND SHIPPING**

The purpose of this procedure is to control all incoming and outgoing property from ATTG with proper documentation. This will expedite payments, credits, and control of critical and classified assets, and insure proper accountability.

1. Policy. It is the policy of this organization that all deliveries to ATTG will be made to the rear door of supply warehouse, Building 4505. It is also policy that all shipments from this organization will originate in the supply section warehouse, with certain exceptions as described below.

2. Responsibility. All directors will be responsible that their staff and subordinates comply with instructions outlined herein.

3. Procedures.

a. Receiving.

(1) Trucks from Base Transportation will be directed or escorted to the rear door of the supply warehouse.

(2) Trucks from Chief of Supply (Base Supply) with delivery destination G-36 will be escorted or directed to supply warehouse. All property with delivery destination G-37 will be directed to hangar 2 (Support Maintenance). Delivery personnel from Base Supply have knowledge of each delivery code and delivery destination.

(3) Deliveries from contractors, vendors or jobbers will be detained at Post #2 for subsequent direction or escort to Building 4505. Exceptions follow: Deliveries of purchase requests via UPS (United Parcel Service) and janitorial supplies will continue to be delivered to Post #2 for applicable person or section. Deliveries after normal duty hours, weekends, or holidays will continue to be left at Post #2 for unit supply pick-up ONLY. Release of this property may be authorized only by Chief of Supply or his designated representatives. Current list of representatives will be maintained at Post 1 and 2.

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(4) Receipts for shipments via air freight: Receipts for shipments via air freight will be picked up by supply at destination airport. Supply will dispatch a truck when notified by carrier that a parcel for this activity is on hand or a message is received giving firm itinerary. These pickups will be scheduled based on the urgency of the requirement and will be consolidated whenever possible.

b. Shipping.

(1) Sections having property for shipment to any other location will turn the property into supply on DD Form 1150-1 (3 copies) citing stock number, description, authorization for shipment, security classification, and date required at destination. It is the sections responsibility to package and crate property for shipment.

(2) From the information on the Form 1150-1, supply will determine the mode of shipment, and initiate property pass procedures IAW ATTG 205-11. Message traffic will be originated by supply on all movements of property except routine reparable shipments to project depot and routine shipments to LAL.

*R A Schamber*  
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